

CITY OF CHARLESTON - AN EXTRAORDINARY OPPORTUNITY

This is an exciting opportunity for a seasoned management professional to live and work in one of the most progressive and energetic cities in America. Charleston is a special and unique city that has thoroughly preserved its heritage. The Civic Design Center is a design studio established to elevate community dialogue on urban design issues.

The City of Charleston is seeking a high skill-level individual who is dedicated, innovative and community-oriented to be the Director of Civic Design. The selected individual should be experienced and skilled at facilitating urban design discussions in the community.

THE IDEAL CANDIDATE

The successful candidate for the position of Director of Civic Design should meet the following criteria:

- Possess a Bachelor's degree in Urban Planning, Architecture, Landscape Architecture, or Urban Design from an accredited college or university. A Master's degree in a related field is preferred.
- An AICP or AIA certification is preferred.
- Display evidence of continued professional development in their chosen field.
- Have proven and demonstrated experience in urban design, urban planning, architecture, landscape architecture, or a related field with a minimum of six to eight years of related experience or training; or equivalent combination of education and experience.

Required knowledge, skills and abilities include:

- Familiarity with the Charette process.
- Able to deal with the public in a highly effective manner and effectively discuss design concepts and issues.
- Ability to communicate effectively both orally and in writing with the Mayor, City Council, department directors and employees, the media and the public.
- Ability to motivate and engender innovation and assumption of appropriate responsibility and decision-making by staff.
- Ability to resolve conflict.
- Ability to be visionary, creative and analytical.
- Ability to direct, supervise and evaluate staff.
- Possession of public relations skills.
- Able to assist with the retrofit of suburban neighborhoods and retail centers.
- Ability to organize and use time effectively, and handle several significant responsibilities simultaneously.
- Ability to listen.
- Knowledge of computers and computer design software.



Additional attributes sought in the next Director of Civic Design include a common-sense individual who leads with unquestionable integrity, high morals and proven ethical conduct, is approachable, has a collaborative mindset and is a decision maker. Also, someone who is supportive of staff, has maturity/life experiences, and who delegates projects without micromanaging staff.

The next Director of Civic Design should be an outstanding listener and communicator, an effective delegator, a person who keeps the Mayor informed, someone who has the ability to deal effectively with various citizen groups, someone who has a vision for the future, someone who is politically savvy, someone who can focus on the quality of life for the City, and someone with the ability to present complex issues to the Mayor and City Council and to the community.

ABOUT THE POSITION

The Director of Civic Design implements the mission, goals and objectives of the Civic Design Center, a design studio established to elevate the community dialogue on urban design issues, and supervises the Center's daily operations by performing the following duties:

- Responsible for the overall operation of the Civic Design Center, establishing and maintaining its role in creating and achieving a civic urban design vision.
- Facilitates ongoing community dialogue of key urban design issues and projects.
- Disseminates information and develops educational outreach programs.
- Formulates and implements the overall concept of the Civic Design Center as an urban design resource.
- Supervises staff engaged in the daily operations of the Civic Design Center.
- Establishes performance goals and supervises staff in the preparation and presentation of progress reports.

- Develops plans and design case studies to promote quality urban development within the Community and to serve as a resource for City staff, developers, design professionals and the public.
- Develops a collaborative relationship with City departments to ensure the implementation of goals.
- Promotes communication on design issues important to the organization and community.
- Organizes and coordinates events and exhibits.
- Develops and manages the annual budget.
- Assigns and directs staff members to conduct research, develop urban design standards and develop design concepts and presentations.
- Reviews, approves, and presents design plans to Mayor for approval.
- Performs other duties as assigned.

Duties may require evening, weekend and/or holiday work from time to time.

Residence within the City of Charleston for the selected candidate is highly desirable.

ABOUT THE CITY OF CHARLESTON

The City of Charleston is located on the southeastern coast of South Carolina and is the principal seaport for the state. First established in 1670, the settlement was moved to the peninsula formed by the convergence of the Ashley and Cooper Rivers in 1680. The City had a land area of only 6.12 square miles and did not to extend its corporate limits until 1960, when a large area west of the Ashley River was annexed. Currently, the City occupies 109.3 square miles spread over Charleston and Berkeley Counties and has eight square miles of vital, bustling downtown, which is home to the City's central business district.

The annexation of Daniel Island in 1991, an area of approximately 4,500 acres located on the edge of Charleston Harbor, not only increased the size of the City of Charleston by nearly 10 square miles, but it also provided an unprecedented growth opportunity.





Charleston is the second largest city in South Carolina with an estimated 2016 population of 137,447. As a result of both growth within the City and annexations, there has been a 86 percent increase in population of the City since 1980.

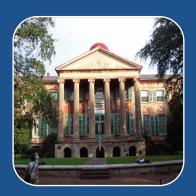
ABOUT THE CITY GOVERNMENT OF CHARLESTON

The Mayor is the Chief Executive Officer of the City of Charleston, which operates under a strong mayor form of government. The Mayor is also the presiding officer of City Council, which consists of twelve Council Members who are elected for staggered four-year terms from single-member districts. The Mayor has no veto power, but casts a vote similar to those cast by each Member of Council. Regular meetings open to the public are held twice each month during the year, except for the months of June, July and August, in which only one meeting is held each month.

The City government of Charleston has 13 operating departments including, Budget, Finance and Revenue Collection; Clerk of Council; Fire; Housing and Community Development; Human Resources; Information Technology; Parks; Planning, Preservation and Sustainability; Police; Public Service; Recreation; Tourism and Livability; and Transportation. In addition, the Mayor appoints two Senior Advisors, Municipal judges, Corporation Counsel and the Internal Auditor.







COMPENSATION

The starting annual salary for the Director of Civic Design position will be market competitive depending on the qualifications and experience of the selected candidate. An excellent fringe benefit plan will be provided as well. Reasonable relocation expense reimbursement will be negotiated.

HOW TO APPLY

For additional information on this outstanding opportunity, please contact James L. Mercer, President/CEO, The Mercer Group, Inc. at 770-551-0403; mercer@mindspring.com.

This position is open until filled. First review of candidates will occur on July 22, 2016.

Confidential resumes should be sent by 5 PM EDT on July 21, 2016 to:

James L. Mercer, President/CEO
The Mercer Group, Inc.
5579B Chamblee Dunwoody Road, #511
Atlanta, GA 30338
Position Open Until Filled.

Voice: 770-551-0403 Fax: 770-399-9749

E-Mail: Jmercer@mercergroupinc.com Website: www.mercergroupinc.com

The City of Charleston is an Equal Opportunity Employer. The City of Charleston does not discriminate on the basis of race, sex, age, religion, ethnic origin, sexual preference or handicapped status.







